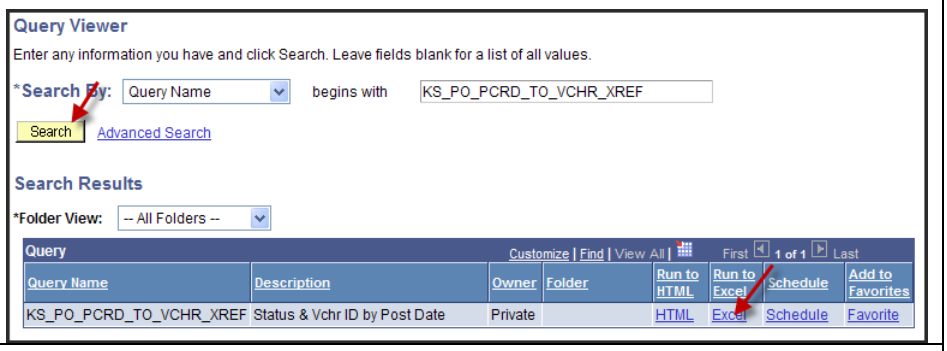
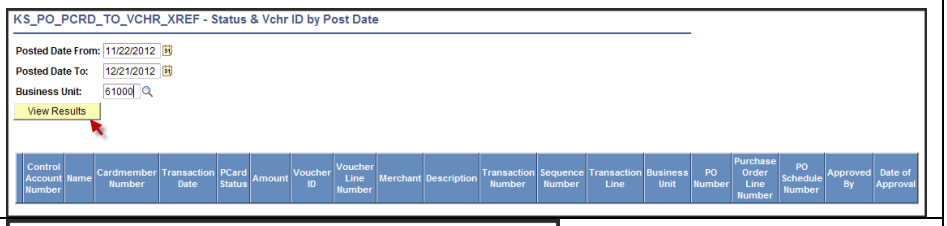
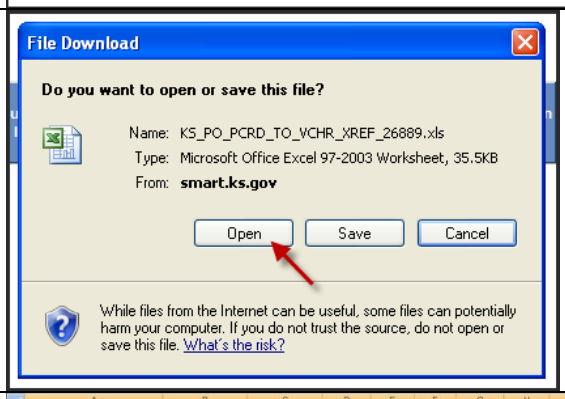
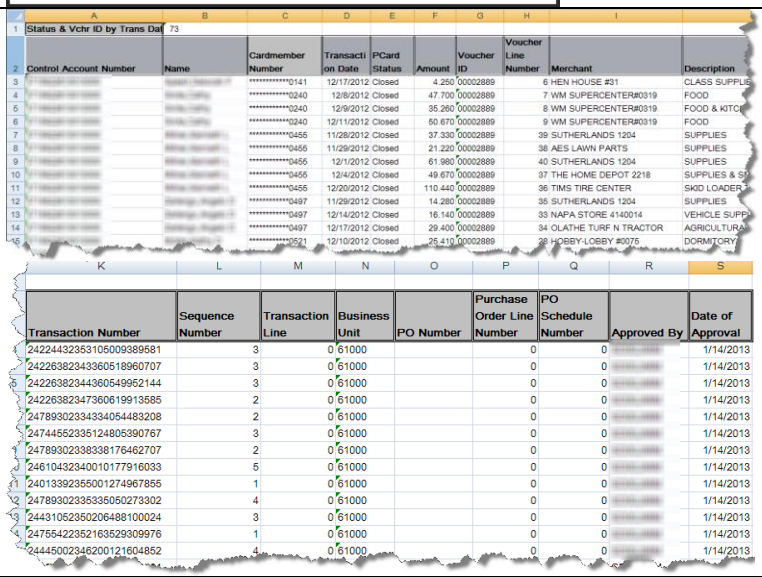
State of Kansas

Using the KS_PO_PCRD_TO_VCHR_XREF Query

Statewide Management, Accounting and Reporting Tool

Date Created:	January 24, 2013
Version:	1.0
Last Updated Date:	January 24, 2013
Purpose of the Query:	This query was designed to assist agencies in reconciling their monthly PCard bills. This query will provide the PCard status and, if the status is "Closed", will show the voucher ID and voucher line on which that PCard transaction was vouchered/paid. The query can be used to validate which PCard transactions have been vouchered/paid and which PCard transactions still need to be Verified and/or Appoved for a specified period of time (ie. Billing Cycle). It is expected that agencies would reconcile the PCard transactions within a few days of the transaction being loaded into SMART. It is not necessary nor recommended for agencies to wait until the end of the billing cycle to reconcile and make payment.
Query parameters:	Business Unit Security has been applied which means that users will be able to see only those PCard transactions that are associated to their Business Unit(s).
Prompt Values:	In an attempt to mirror the UMB billing statements as closely as possible, the Posted Date is being used as the filter on this query. The UMB billing cycle is based upon the date that the transaction is posted to UMB's system. • Posted Date From: This date is the first date in the billing cycle. • Posted Date To: This date is the last date in the billing cycle. • Business Unit
Result Sorts:	1. Control Account 2. Cardmember Number 3. Transaction Date 4. Transaction Number
Security:	• Business Unit Security is applied. • The query can be ran by anyone with access to the tables used in this query. This would include anyone with a PCard role, the exception is if the user has only the PCard Holder role.

1.	Navigation: Reporting Tools > Query > Query Viewer > KS_PO_PCRD_TO_VCHR_XREF Select the "Search" button. Select the "Excel" link.	
2.	Enter the Posted Date From, Posted Date To and Business Unit. Select the "View Results" button.	
3.	Select the "Open" button:	
4.	The results will display in excel.	
NOTE		You can also select the "HTML" link, which will show the results on-line, and then select the Excel link from that page to export to an excel document.